



Action Verbs for Job Descriptions: The Comprehensive List [2022 Update]

Action verbs are the most effective verbs to use in job descriptions.

What is an action verb? It's a verb that expresses physical or mental action.

Examples of action verbs:

- The CEO *motivates* his team.
- The developer *writes* code.
- The accountant *approves* the balance sheet

An action verb is distinct from linking verbs (am, are, is, was, were, etc.). and helping verbs (can, shall, will could, would, should, etc.).

It's almost always a good idea to use action verbs for job descriptions instead of helping/linking verbs.

Below is a list of 200 action verbs for job descriptions (with their definitions). I've found these 200 to be the most useful in writing job descriptions here at Ongig. I've categorized them best I can though there's a lot of overlap.

Note: If you want a little extra automated help on writing JDs better, check out [The Top 6 Augmented Writing Tools for Job Descriptions](https://blog.ongig.com/writing-job-descriptions/augmented-writing-tools/) (<https://blog.ongig.com/writing-job-descriptions/augmented-writing-tools/>). And, for even more tips on writing job descriptions, check out [How to Write a Job Description — Best Practices & Examples](https://blog.ongig.com/job-descriptions/how-to-write-a-job-description/) (<https://blog.ongig.com/job-descriptions/how-to-write-a-job-description/>).

Enjoy!

The Comprehensive List of Action Verbs for Job Descriptions

Action Verbs for Management & Leadership

Action Verb	Definition
Achieve	To bring to a successful end.
Advise	Offer suggestions about the best course of action.
Announce	To provide a public statement or release of information.
Appoint	Set officially, arrange.
Approve	Accept as satisfactory; exercise final authority with regard to commitment of
Assign	Specify or designate tasks or duties to be performed by others.
Assess	To evaluate or estimate a specific quality.
Authorize	Approve.
Decide	Select a course of action.
Delegate	To entrust to another
Develop	To cause to grow or expand.

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Action Verbs (https://lms.mcm.edu/)

Action Verb	Definition
Determine	To resolve or fix conclusively or authoritatively.
Direct	To cause to turn, move, or point undeviatingly or to follow a straight course
Enforce	To effect or gain by force. To carry out effectively.
Establish	To institute permanently by enactment or agreement.
Execute	to carry out fully : put completely into effect
Finalize	Complete a task or decision based on an agreed version.
Initiate	Set going or introduce.
Manage	To handle or direct with a degree of skill.
Oversee	To manage or coordinate.
Reject	To refuse to accept, consider or submit to.
Represent	Officially act or speak on behalf of a group or company.
Require	To ask for by right and authority, request.
Supervise	To be in charge of.
Motivate	To move or drive someone to an action.

Action Verbs for Design & Creation

Action Verb	Definition
Create	Produce through imaginative skill.
Code	To write computer/software code.
Combine	Merge two or more elements for a single purpose.
Copy	Reproduce an identical product or idea.
Design	To create, fashion, execute, or construct according to plan.
Develop	Disclose, discover, perfect or unfold a plan; includes to "develop" software.
Devise	Come up with something new by combinations or applications of ideas.
Highlight	To draw added attention to a specific point.
Illustrate	To enlighten.
Import	To transport a file or data.
Invent	To create something.
Program	To write code for (e.g. a software application).
Structure	Arrange according to a plan or established pattern.
Upgrade	To raise the standards of systems and components.



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Action Verbs for Exchange & Transactions

Action Verb	Definition
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Accept	Give admittance or approval to.
Acquire	Come into possession or control of an item or items.
Arrange	Make preparation for; put into proper order.
Budget	To plan allotment of (funds, time, etc.).
Buy	Acquire possession, ownership or rights to the use of services, items.
Collect	To gather.
Deliver	Send or bring a desired object.
Discuss	Talk or write about something with someone.
Distribute	Deliver or hand out to several or many.
Exchange	Give and receive reciprocally.
Forward	Send goods or information onward.
Furnish	Provide or equip with what is needed.
Gather	Bring together or collect parts of a group.
Get	Obtain or receive.
Give	Grant or yield to another.
Install	To set up for use.
Initiate	To begin.
Issue	"To put forth or distribute usually officially".
Negotiate	To bring to settlement.
Network	Interact with others for the exchange of information and develop professional relationships.
Obtain	Gain or possess.
Originate	To begin or start or take origin of.
Procure	Get possession or obtain by particular care and effort.
Provide	To supply or make available.
Pull	Demand or obtain advantage by use of exertion or influence.
Purchase	Gain or acquire by labor, money.
Recall	Call back or cancel.
Receive	Come into possession of or acquire an item, idea.
Recruit	Increase numbers of a group or bring in new members.
Render	Deliver or hand down.
Request	Formally ask for something in a polite manner.
Secure	Put beyond hazard or receive lasting control.

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Sell	Give up property in exchange for money.
Send	Deliver or dispatch as means of communication or delivery.
Solicit	To make a petition or request for services, money.
Sort	To systematically arrange.
Submit	To present or propose to another for review, consideration, or decision.
Supply	Make materials available for use.
Take	Get or seize into possession.
Transfer	Pass over from one person to another.
Withdraw	To draw back or remove.
Truncate	To shorten the duration or length of something.

Action Verbs for Launch, Speed & Execution

Action Verb	Definition
Accelerate	To make faster.
Activate	To make something reactive or more reactive.
Deploy	Bring into effective action.
Encourage	To give courage, spirit or confidence to.
Expedite	To speed up.
Further	To help forward or promote.
Implement	Carry out or fulfill by taking action.

Action Verbs for Analysis & Review

Action Verb	Definition
Forecast	Predict future events based on specific assumptions.
Analyze	Separate into elements and critically examine.
Appraise	Give an expert judgment of worth or merit.
Archive	To store and manage official records.
Ascertain	Find out or learn with certainty.
Calculate	Make a mathematical computation.
Check	To proof or review for errors.
Compare	To examine characteristics to discover similarities or differences.
Consider	To observe or think about with regard to taking some action.
Criticize	To evaluate and judge merits or faults.
Estimate	To determine roughly the size, extent, or nature of.



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Evaluate	to determine the significance, worth, or condition of usually by careful appraisal and study'.
Examine	Investigate in order to determine progress, fitness or knowledge.
Forecast	Predict future events based on specific assumptions.
Formulate	Put into a systemized expression or statement.
Identify	The act of proving identity.
Inspect	Examine materials, equipment, reports, work, etc., to determine quality, suitability for use, etc.
Interpret	Explain something to others.
Interview	Obtain information through questioning.
Investigate	Uncover facts by systematically finding them, conducting a search, and examining various sources.
Limit	Set or serve as a restriction in value.
Measure	Control or regulate by a standard or in measured amounts.
Rate	Estimate or determine the relative value, rank, or amount of an item.
Research	To search or investigate exhaustively.
Resolve	Deal with a problem, dilemma successfully.
Review	To examine or study again.
Solve	Find a solution, answer, or explanation for a question or problem.
Study	Apply thought to any subject of investigation in order to arrive at the most suitable conclusion.
Summarize	To tell and reduce a story, idea.
Survey	Examine a condition, situation or value.
Test	To try out.
Weigh	To consider the importance of.
Revise	To examine and make corrections where required.

Action Verbs for Communication

Action Verb	Definition
Adjourn	To pause a meeting or event with the intention of resuming at a later time.
Author	To be the author of or originate or create a design for.
Clarify	To throw light on a subject or matter.
Collaborate	Work jointly with; cooperate with others.
Correspond	Communicate with.
Draft	Prepare in preliminary form.
Inform	Communicate knowledge to others.
Inquire	Ask or search into.



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Action Verbs

Notify	Give notice or a report on an occurrence or information.
Repeat	To do or say something again.
Reply	Respond verbally or by writing.
Report	Give notice or a report on an occurrence or information.
Update	To provide someone with the latest version of something.
Write	To express or communicate through written words.

Action Verbs for Organization

Action Verb Definition

Accumulate	Increase gradually in quantity or number.
Align	Put things into perspective according to their relative positions.
Administer	Manage or direct the execution of affairs.
Arrange	Make preparations for, to plan.
Assemble	To bring together or gather in one place.
Commence	To begin a task, project, or initiative.
Compile	Put together information, collect from other documents.
Compliment	Politely congratulate or praise someone for an achievement or progress.
Consolidate	Bring together.
Coordinate	Bring together things or people for a desired result.
Invite	Formally request participation of an event or task.
Organize	To form as or into a whole consisting of interdependent or coordinated parts, especially for united action.
Order	Arrange or command to come to a specified place or decision.
Plan	To arrange a method or scheme beforehand for (any work, enterprise, or proceeding).
Plan	To design or plot a scheme or project by means or method devised for doing something to achieve an end.
Recover	Find or regain misplaced or stolen items and documents.
Schedule	To appoint, assign, or designate for a fixed time.

Action Verbs for Compliance, Finance, etc.

Action Verb Definition

Audit	To examine for verification.
Check	To proof or review for errors.
Delete	Eliminate or wipe out.



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Prevent	Keep from happening or holding back.
Return	Go back in thought or action. Give an official account to a superior.
Stop	Keep from carrying out a proposed action.
Accrue	Gradually accumulate or receive over time.
Allocate	Assign or apportion for a specific purpose or to a particular person.
Approve	To consent or agree to or authorize.
Audit	To examine for purposes of verification.
Check	To proof or review for errors.
Conserve	Slow or block the progress of something.
Control	To exercise influence over; or check, test or verify by evidence.
Edit	Alter, adapt or refine a written text, concept, or idea.
Enforce	To effect or gain by force. To carry out effectively.
Ensure	Make sure, certain, or safe.
Guarantee	Undertake to answer for debt and default or promise security.
Inspect	Examine materials, equipment, reports, work, etc., to determine quality, suitability for use, etc.
Protect	To cover or shield from injury or danger.
Regulate	Fix or adjust the time, amount, degree, or rate.
Restrict	Place under restriction as to use or distribution.
Review	Consider or examine facts or results for accuracy, completeness and suitability.
Verify	Confirm or substantiate by oath, law, or other documentation.

Action Verbs (Misc.)

Action Verbs Definition

Adapt	Modify or change to fit new situations.
Control	Exercise restraint or direction over; dominate; command.
Cooperate	Act jointly with others. Act or work with others to obtain a mutual benefit.
Establish	To bring into existence.
Keep	Preserve or maintain in a good and orderly condition.
Listen	Pay quality attention to someone.
Maintain	To keep in an existing state (as of repair, efficiency, or validity) : preserve from failure or decline.
Participate	To take part in.
Review	Examine something for accuracy, completeness and suitability.
Serve	Comply with the commands and demands of a boss, group.



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Action Verbs for Candidate to Take Action on Your Job Description

A job description (or job posting) wouldn't be complete if you don't ask the candidate to take action. Here are the top 2 keywords used for the candidate/employee to sign up for the opportunity:

Action Verb	Definition
Apply	To apply to a job (or to dedicate oneself to something).
Join	To put or bring together as to form a unit.

Special thanks to these 2 sources:

- UCLA action words for job descriptions (<http://www.college.ucla.edu/personnel/jobdesc/funcverbs.asp>)
- UCF action verbs for job descriptions (<https://hr.ucf.edu/files/Position-Description-Action-Verbs.pdf>)

Why I wrote this?

Action verbs are key to effective job descriptions. And that's the mission for my team here at Ongig. Please click the demo button on this page to find out more about Ongig's Text Analyzer (<https://www.ongig.com>) job description software. It helps you write the most effective job descriptions to attract top-tier, diverse talent.

June 14, 2019 by Rob Kelly (<https://blog.ongig.com/author/robdkelly/>) in Writing Job Descriptions (<https://blog.ongig.com/category/writing-job-descriptions/>)

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6114 La Salle Avenue, #120
Oakland, CA 94611
(415) 857-2304
friends@ongig.com (<mailto:friends@ongig.com>)



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